



STATE OF WASHINGTON
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES
September 2, 2009 – 1:30 pm
Archives Conference Room, Olympia

Members Present: Steve Ryser (Office of the State Auditor); Susan Pierini (Attorney General's Office); Mike Steenhout (Office of Financial Management); Jerry Handfield (State Archivist)

Staff Present: Russell Wood (State Records Manager); Michele Mallery (Records Management)

Records Officers/Guests: Andrea Watts (University of Washington); Christine Taylor (University of Washington); Anita Wieland (Office of Financial Management) Tammy Lee (Department of Labor & Industries); Jack Day (Department of Labor & Industries); Lisa Homan Walker (Department of Labor & Industries); Marta Carlo (Department of Transportation); Grant Heap (Department of Transportation); Lynnea Hansen (Department of Revenue); Patti Wilson (Department of Revenue); Mel Kirpes (Department of Revenue); Kenji Iwamiya (Department of Agriculture); Jim Kadones (Military Department); Bernadette Ward (Military Department); Brenda Galarza (Office of the Secretary of State); Millie Brombacher (Department of Social and Health Services); Mary Ann Johnson (Office of the State Treasurer); Shawn Meyers (Office of the State Treasurer);

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:31 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve July 1, 2009 Minutes: Ryser called for a motion to approve the July 1, 2009 minutes; moved by Pierini; seconded by Handfield

Resolution: Motion carried.

D. Adoption of Today's Agenda: Ryser called for a motion to approve today's agenda. Moved to approve as amended by Pierini; seconded by Handfield.

II. OLD BUSINESS

A. 1. Tabled item from July 1, 2009 meeting

Washington State Military Department Office 880 (Emergency Management Division/Response Section)

The Washington State Military Department was asked to clarify what types of emergencies the records series covered. The Washington State Military Department broke the series into 3 records series.

Action: Motion to approve: Handfield; seconded by Pierini

Resolution: Motion carried.

2. Tabled item from July 1 2009 meeting

Department of Transportation Office 040 (Highways & Local Programs Division)

The Department of Transportation's Records Officer has requested to withdraw the tabled records series and will continue to use the 6 year retention.

3. Tabled item from July 1, 2009 meeting

Department of Corrections Office 430 (Facility/Office/Site)

The Department of Corrections Records Officer requested to withdraw the submitted schedule for further clarification of cut off and description.

4. Tabled item from July 1, 2009 meeting

Department of Labor & Industries Office 915 (Administrative Services – Facilities Services - Warehouse).

The Department of Labor & Industries Records Officer requested to withdraw the records series as the documentation is considered secondary.

B. Update on Requests to Discontinue Records Series

The State Records Manager provided an update on the status of backlogged discontinues. In the month of July and August, the Washington State Archives received 68 newly submitted discontinues. The Washington State Archives signed and approved 722 discontinues. At this time, there have not been any discontinues submitted for the month of September. To date, there is a backlog of 391 discontinues

Washington State Archives continues to work through the backlog of discontinues.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Department of Agriculture

Records Retention Schedule for Office 330 (Animal Identification), dated July 16, 2009

Action: Motion to table to clarify retention being long enough to cover the life of the animal: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 930 (Livestock Brand Inspection Program), dated July 20, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried.

2. Department of Health

Records Retention Schedule for Office 310 (Risk Management), dated July 4, 2009

Action: Motion to table to clarify cut off and total retention: Pierini; seconded by Steenhout

Resolution: Motion carried

3. Department of Information Services

Records Retention Schedule for Office 612 (Office of Legal Services), dated August 6, 2009

Action: Motion to table to clarify description and narrow down what is covered under records series: Pierini; seconded by Steenhout

Resolution: Motion carried

4. Military Department

Records Retention Schedule for Office 240 (Mil/Staff Admin Services), dated August 11, 2009

Action: Motion to approve pending correction of revision statement to reflect retention change: Pierini; seconded by Handfield

Resolution: Motion carried.

5. Department of Revenue

Records Retention Schedule for Office 320 (Special Programs/Miscellaneous Tax), dated July 9, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 330 (Special Programs/Unclaimed Property), dated August 11, 2009

Action: Motion to approve pending correction of OPR to OFM for records series #1 "Advertising Records": Pierini; seconded by Handfield

Resolution: Motion carried.

Records Retention Schedule for Office 800 (Taxpayer Services/Administration), dated August 6, 2009

Action: Motion to table in order to determine how far back these records go: Handfield; seconded by Pierini

Resolution: Motion carried

6. Office of the Secretary of State

Records Retention Schedule for Office 400 (Elections – HAVA), dated August 7, 2009

Action: Motion to approve with amended cut-off: Hesse; seconded by Pierini

Resolution: Motion carried.

7. Office of the State Treasurer

Records Retention Schedule for Office 264 (Cash Management), dated August 10, 2009

Action: Motion to table for further consideration: Ryser; seconded by Pierini

Resolution: Motion carried.

8. Department of Social and Health Services

Records Retention Schedule for Office 782 (Social Services Payment System (SSPS), dated January 13, 2009

Action: Motion to table to clarify cut-off: Pierini; seconded by Steenhout

Resolution: Motion carried

9. Department of Transportation

Records Retention Schedule for Office 105 (Space & Lease Management), dated June 30, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 175 (Traffic Office), dated July 7, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried.

10. Department of Labor & Industries

Records Retention Schedule for Office 425 (Specialty Compliance Services – Operations), dated July 24, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 485 (Specialty Compliance Services – Elevator Program), dated June 26, 2009

Action: Motion to approve Handfield; seconded by Steenhout

Resolution: Motion carried

11. Washington State University

Records Retention Schedule for Office WSU GS # 03, dated July 31, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 8535 (Risk Management and Insurance), dated July 30, 2009.

Action: Motion to approve: Pierini; seconded by Ryser

Resolution: Motion carried

12. University of Washington

Records Retention Schedule for Any Office, dated July 10, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 04/02 (Office of Scholarly Integrity), dated July 10, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 08/15/01 (Creative+Communications: Copyright Permission Center), dated July 20, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 09/06 (Travel Office), dated July 10, 2009

Action: Motion to approve Steenhout; seconded by Pierini

Resolution: Motion carried

Record Retention Schedule for Office 09/12/02 (eCommerce: eProcurement), dated July 10, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 09/12/03 (eCommerce: Corporate Travel Services), dated July 29, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion carried

Records Retention Schedule for Office 10/02 (Compensation Office), dated July 29, 2009

Action: Motion to approve: Pierini; seconded by Handfield

Resolution: Motion carried

Records Retention Schedule for Office 15/03 (Undergraduate Admissions), dated July 29, 2009

Action: Motion to approve: Pierini; seconded by Steenhout

Resolution: Motion to approve

Records Retention Schedule for Office 34/05/01 (EH&S: Radiation Safety), dated July 29, 2009

Action: Motion to approve: Handfield; seconded by Steenhout

Resolution: Motion carried

IV. OTHER BUSINESS

A. Announcements from the State Archivist

1. The State Archivist welcomed Mike Steenhout from the Office of Financial Management to the State Records Committee. He will be covering for Regan Hesse while she is out on maternity leave. The State Archivist offered a tour of the Archives and Digital Archives to Mike.
2. The State Archivist announced a staff member from the Digital Archives has been awarded the "Certified Archivist" certification.
3. The State Archivist announced there were five more lay-offs, as well as reductions within the Archives division.
4. Anita Wieland from The Office of Financial Management asked if the Announcements from the State Archivist could be moved to the beginning of the meeting so those agencies attending can hear any news before they leave.

B. Prior Review Procedures

Russell Wood did not have a chance to develop. He also announced he will not be attending the October 7th meeting and will have something developed by the November meeting.

V. NEXT MEETING

When: October 7, 2009 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: Handfield seconded by Pierini

Resolution: Meeting adjourned 3:45 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on September 2, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

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| <u>Steve Ryser</u> | <u>10-7-09</u> |
| Chair Signature | Date |